



Custodial Worker

Announcement # ANNA 013 10

Salary: \$9.45 - \$10.63 per hour Series/Grade: NA 3566 02

Naval District Washington - Fleet and Family Readiness Program

Department of the Navy Non-Appropriated Funds

OPENS: 9 MARCH 2010

FIRST CUT-OFF: 23 MARCH 2010

LOCATION: NSA ANNAPOLIS

AREA OF CONSIDERATION: ALL SOURCES

FLEXIBLE POSITION (0 – 40 hours per week)

TO APPLY: Download forms on <https://www.cnic.navy.mil/ndw/Jobs/OpenPositions/index.htm>

Submit required forms OF-612 AND OF-306 to: Fleet and Family Readiness Program, Attn: HR Office, 47402 Buse Road - Bldg. 467, Patuxent River, MD 20670. *A résumé may be included with the required forms, but NOT in place the OF-612 and OF-306.* Direct inquiries to: 301-342-3653.

DUTIES AND RESPONSIBILITIES:

Performs one or more of the following duties: Scrubs, strips, waxes, and polishes floors using heavy (industrial type) powered scrubbers and buffers. Vacuum clean rugs, using heavy (industrial type) vacuum cleaner. Adjusts, cleans, and oils these machines, and changes brushes, rollers, buffers, and other attachments on them. Washes and replaces venetian blinds, changes light bulbs and washes ceiling fixtures and room partitions, using ladders and scaffolds. Moves heavy furniture, supplies and equipment. In living quarters, makes beds, changes linens and collects soiled linen. Keeps rest rooms in clean, orderly, and sanitary condition. Cleans, disinfects, and deodorizes lavatories, urinals, and toilet bowls. Cleans mirrors, sinks and water fountains. Dusts ledges and woodwork. Replaces deodorizers, toilet tissue, hand towels and soap. Maintains a stock of cleaning materials and equipment and notifies supervisor when more are needed. Performs other related duties as required.

MINIMUM QUALIFICATIONS:

Knowledge and skill sufficient to read signs, follow simple oral and written instructions. Ability to work safely while moving lightweight objects. Ability to use powered equipment and perform minor maintenance on this equipment. Ability to learn Material Safety Data Sheets.

SPECIAL REQUIREMENTS:

Visit our web site:

<https://www.cnic.navy.mil/ndw/Jobs/OpenPositions/index.htm>

Note: All applicants must address the qualification requirements on your resume/application. If all required qualifications are not cited on your resume/application you will be disqualified

Some positions have special requirements. In these cases selection is tentative pending satisfactory completion of these requirements. Applicants may be required to provide proof of education, etc. All selections are contingent upon the obtaining of satisfactory employment reference checks.

As a condition of employment, the selected individual will be required to participate in the Direct Deposit/Electronic Fund Transfer program.

Spouses of active duty military members of the Armed Forces may receive preference in hiring under this announcement if they are among the best qualified referred and are within reach of selection. Please clearly identify in your application that you are asking for spouse preference and submit a copy of current PCS orders. **Failure to submit current PCS orders with application will prevent spousal preference from being granted.**

The Department of the Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact our Human Resource Office to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case by case basis.

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